



NORWICH SCHOOL

Drugs Policy (Senior School)

This policy is reviewed by the Principal Deputy Head and Designated Safeguarding Lead (DSL) annually. This policy was last reviewed and agreed on Trinity 2026. It is due for review in Trinity 2027.

Confirmed by:

Nicky Fairweather	Principal Deputy Head / DSL	Trinity 2026
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Version Control

Version number	Date issued	Author / key contact	Change(s) summary
1.0	Trinity 2022	Nicky Fairweather	
1.0	Trinity 2023	Nicky Fairweather	No changes
1.0	Trinity 2024	Nicky Fairweather	No changes
2.0	Trinity 2025	Nicky Fairweather	Policy re-write
2.1	Trinity 2026	Nicky Fairweather	Additional wording regarding pupils right to be accompanied. Minor wording updates.

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Introduction

Norwich School is aware that drugs are available to young people and that they may be used by pupils attending the School. While drug use has no place at the School, this policy must provide both deterrent and support for pupils. The following are classed as drugs by the School; illegal substances, 'legal highs', illegally obtained controlled substances, and substances used to enhance sporting related performance.

It is also recognised that alcohol, or prescription drugs can be misused.

Where there is suspected misuse of substances (as described above) on site, or at any time where the school is responsible for pupils (fixtures / trips / events), the School will investigate and consider appropriate sanctions.

Where there is a reasonable suspicion that the safety of pupils is at risk outside of school, the school may choose to investigate and consider appropriate disciplinary or pastoral action.

All references to "drugs" also refer to situations where pupils are using, supplying or possessing anything purporting to be an illegal drug and/or where the safety of pupils is a potential concern outside of school

Where a pupil discloses that they are taking drugs, the member of staff should make it clear that the information will be shared with the Safeguarding Team to take appropriate action under the procedure below. Where appropriate the pupil will also be pointed to sources of confidential information and advice, and to treatment and rehabilitation services available to help those who are misusing substances.

This policy is to be read in conjunction with the School's Behaviour Support and Intervention Policy, Exclusion Policy, and any other relevant school policy or procedure.

Procedure

If drugs are found at the School or a pupil is suspected of being involved in either using, possessing or supplying drugs at school or elsewhere, the following procedure will be followed:

The School will carry out an investigation to establish if the pupil is involved in the use of, possession of or supply of drugs. This may include (but is not limited to) speaking to the pupil involved or other pupils as appropriate, searching a pupil's bag, locker and any other location on the School premises as considered by the School to be appropriate and reasonable, and asking the pupil to take a drug test. When it is deemed appropriate to search a pupil the [DfE guidance regarding Searching, Screening and Confiscation](#) will be followed.

- Parents will be notified of the School's investigation and actions at the earliest opportunity and asked to attend the School. The School can delay the

notification of parents if more time is needed to establish the facts or if notifying them would jeopardize the ongoing investigation or put the pupil at risk.

- When speaking with a pupil suspected of being involved in the misuse of drugs, or any witnesses, pupils will be offered the opportunity of being accompanied by a member of staff of their choice or their parents. However, if this might reasonably prejudice the investigation, the School shall ensure that another member of staff is present to take an accurate record.
- Where a written account is prepared by the School from a verbal account of a pupil or a witness, the relevant individual will initial, date and time the statement to confirm that it is accurate.
- The School may suspend any pupil suspected of being involved in the use of drugs whilst the investigation is ongoing.
- The School will then consider the findings of the investigation and decide if it is appropriate to make a report to the Police . If drugs or drug-related paraphernalia have been located on school premises, the School will need to inform the Police in order to ensure safe disposal.
- Once the outcome of the investigation is known, the School will consider the appropriate disciplinary outcome if it is established or, on the balance of probabilities, that a pupil has been involved in the use of, possession of or supply of drugs.

The School will consider disciplinary sanctions in accordance with the School's Behaviour Support and Intervention Policy and Exclusion Policy.

- Parents and pupils are advised that where there is reasonable suspicion that a pupil has been supplying illegal drugs (or possessing them with intent to supply, distribute , or encourage others to use, possess or supply them), whether on or off school premises, the School is likely to find it appropriate to permanently exclude the pupil with immediate effect. Parents will be informed of their right to appeal.

- In other cases, the School will give consideration, as to whether it is appropriate for the pupil to be given a fixed term exclusion or for them to be permanently excluded .
- If a pupil is permitted to remain at the School it is likely that they will be required to enter into a conduct contract. This decision shall be at the sole discretion of the Head, in consultation with other relevant staff members.
- The School will inform the Chair of Governors of the outcome of the investigation and any actions which are taken.

The School's approach to education about the use of drugs and misuse of legal substances

Education

Substance misuse education will be delivered through Pupil Personal Development and other aspects of the curriculum as appropriate. Pupils are reminded by the Head at the beginning of each academic year about the consequences of substance misuse on the School site.

Where appropriate the School will work with other agencies such as health professionals, children's services and the police to deliver drug and substance education.

Appropriate counselling and support will be available for pupils as required.

Training of staff

The programme of education for pupils will be complemented by in-service training for staff as appropriate. The school is a member of Tooled Up Education where a wide range of training materials are available.

Involvement of parents

Parents are informed about the PPD curriculum annually.

Individual pupils

Pupils will be supported on a case-by-case basis as appropriate. Pastoral staff cannot maintain confidentiality around disclosures of substance misuse; however, support and safety plans can be established, (which may require a commitment to regular testing for illegal substances).

The School's approach to drug testing

The Governors have authorised a drug testing regime where appropriate. A pupil who is reasonably suspected of using drugs may be required by the Head to consent to a biological sample (such as urine) being taken under medical supervision, to be organised by the School. Parents will be informed unless there is a safeguarding reason for them not to be.

Refusal to consent to or take a drug test at the request of the School will generally be treated as a serious breach of school discipline and is likely to result in the pupil being permanently excluded from the School.

As an alternative to permanent exclusion (in cases which do not involve supply or encouragement to others to use drugs) the Head may agree to a pupil remaining on roll under a conduct contract which parents and pupil will be required to sign. Where testing is part of the contract, a pupil testing positive for illegal drugs or banned substances while on a conduct contract would be permanently excluded.

Records of drug testing will not be used for purposes other than monitoring or as required by law. Records of drug testing will be destroyed one year after the pupil leaves the School, unless the information is reasonably required to be preserved for longer.

Every effort will be made by the School to provide appropriate support to any pupil undertaking a drug test.

Document control

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